

**Introduction
to
Microsoft Word 6.0**

Student Guide

***National Institutes of Health
Clinical Center
Information Technology Center***

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ACKNOWLEDGMENTS

Introduction to Microsoft Word 6.0

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LESSON 1 THE BASICS

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LESSON 1: THE BASICS

Microsoft Word 6.0 is a full-featured graphical word processor that includes all of the following features.

- Template Wizards help create specific document types
- Word Wrap automatically wraps text around graphic pictures
- WYSIWYG information displayed on-screen is identical to output
- Help features walk you through many Word functions
- Drag and Drop feature allows you to copy and move selected blocks of text to their new locations simply by dragging them with the mouse
- Built-in help for WordPerfect users which enables you to use WordPerfect keystrokes to access equivalent features in Word, and offers instruction on learning how Word performs those features
- Customizable Toolbars allows you to access the most frequently used commands with a single click of the mouse
- Tables feature does columns, lists, forms - without tabs
- Imported graphics can be cropped or sized on the screen
- OLE (Object Linking and Embedding) gives you automatic information exchange capabilities with other Windows applications.
- AutoFormat and Format Painter save time and ensure consistent formatting

LESSON 1: OBJECTIVES

At the end of this lesson you will be able to...

- Understand the Main screen layout
- Access the Toolbar
- Use the Help Feature
- Open & Close a Document
- Create & Save a Document
- Create Summary Information

In order to install and access Microsoft Word 6.0 , your computer must Meet the following requirements.

- Compatible PC with an 80386 or higher processor

- One hard disk drive and one double-sided floppy disk drive

- At least 8 megabyte of RAM

- At least 6 MB of hard disk space (24 MB to install the complete package)

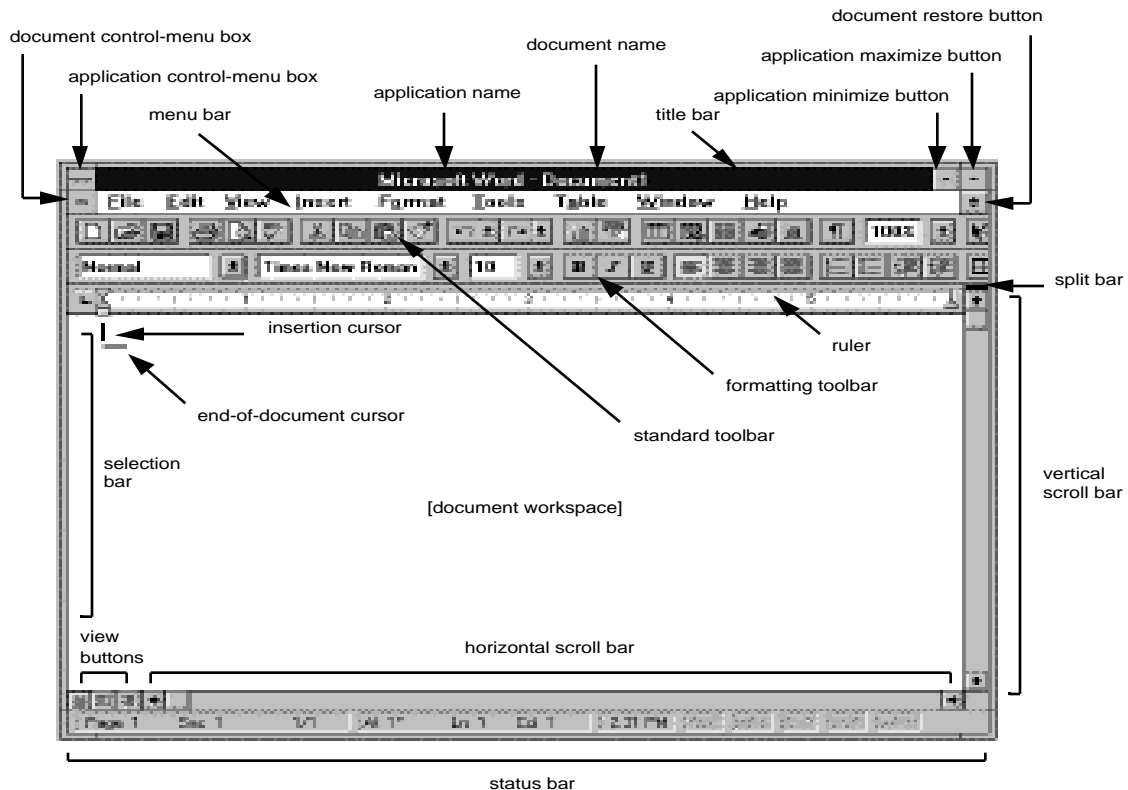
- A VGA or higher-resolution monitor and adapter that is compatible with Windows 3.1

- Microsoft Windows 3.1 or higher

- A Microsoft mouse or compatible pointing device is recommended

The Main Screen Layout

Overview



Title Bar - Contains the name of the application, and the name of the document if the document window is maximized. A new document is given the default name Documentx (where x is a sequential number that is incremented each time another new document is created). When the document is saved, the filename assigned by the user is substituted for the default name.

Menu Bar - Is used to access pull-down lists of Microsoft Word document processing commands. Menus can be opened by clicking on them or by holding down the ALT key and pressing the underlined letter in a menu's name.

Standard Toolbar - Contains buttons for quickly executing the most commonly used Microsoft Word commands. You can customize the toolbar so that it includes only buttons for the commands that you use most often.

Formatting Toolbar - Contains buttons for adding character formatting, such as boldface, italics, and underline, and for setting paragraph alignment and numbering.

Ruler - Displays margin and tab settings for a selected paragraph, column, or table.

Scroll Bars - Vertical & Horizontal. Used to display parts of a document not currently visible in the document window. A document can be repositioned by

clicking on one of the scroll bar arrows, clicking in the gray space on either side of the scroll box, or by dragging the scroll box.

View Buttons - Used to switch between Normal, Page Layout, and Outline views. Normal view displays only the space between the margins, and all inserted objects line up along the left margin. Multiple column sections display text only in the leftmost column. Page Layout shows the page space from edge to edge, and displays multiple columns and inserted objects in their actual locations.

Split Bar - A black bar just above the vertical scroll bar that allows you to divide a document window into two separate viewing areas. Dividing a document window in this manner makes it easier for you to cut and paste text between different pages, or enter data into a long table.

Selection Bar - An unmarked area along the left side of the window that helps you select text with the mouse.

Insertion Cursor - A blinking vertical line that marks the place where the characters that you type will be inserted into a document. You can also perform other tasks with the insertion point such as deleting characters, adding character attributes, and marking blocks of text. You cannot move the insertion point past the end-of-document mark.

End-of Document Cursor - A short horizontal line that appears directly after the last character in a document.

Status Bar - Displays information about the active document and certain commands.

Mouse Pointer - Shows where the next action will occur if you click the mouse button. The mouse pointer is shaped like an I-beam when you point to unselected text, and an arrow when you point to selected text, the selection bar, menus or toolbars.

Accessing The Toolbar

Overview

Only the Standard and Formatting toolbars appear when Microsoft Word 6.0 is opened. Depending upon the type of operation being performed, the other toolbars listed below may appear on screen, but are not required for basic Microsoft Word functions. You may have as many toolbars on the screen as you want.

Lesson Concepts:

1. Select the **View** menu.
2. Choose **Toolbars**.
3. Select your desired settings.
4. Click **OK**.

Standard - Contains buttons for quickly executing the most commonly used Microsoft Word commands. You can customize the toolbar so that it includes only buttons for the commands that you use most often.



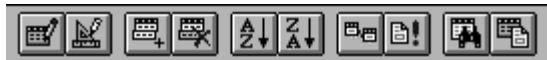
Formatting - Contains buttons for adding character formatting, such as boldface, italics, and underline, and for setting paragraph alignment and numbering.



Borders - Adds or removes a border or applies shading without opening a dialog box.



Database - Used to extract, filter and format data from another source for inclusion in a Microsoft Word table.



Drawing Toolbar - Allows you to add and arrange picture objects.



Forms - Contains tools for creating on-line forms.



The following toolbars appear when you begin using the associated function.

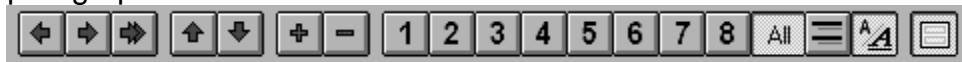
Chart - Contains buttons for adding charts and graphs to a document.



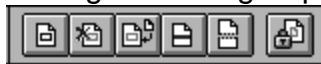
Header/Footer - Used to add or edit headers and/or footers to a document.



Outline - Displayed when Outline view is selected, it allows you to expand or collapse an outline, as well as rearrange the order and significance of paragraphs in the outline.



Document - Lets you more easily manage large manuscripts by organizing and editing them as groups of subdocuments.



Mail Merge - Contains buttons for performing document merge functions.



Macro - Allows you to record or edit macro commands.



Print Preview - Is used when previewing a document prior to printing.



Exercise

Tasks	Comments
1. Display the Database toolbar.	Select the View menu. Choose Toolbars . Click in the box next to Database . Click OK .
2. Make the Toolbar buttons larger.	Select the View menu. Choose Toolbars . Click in the box next to Large Buttons . Click OK .
3. Move the standard toolbar into the middle of your screen.	Place your pointer on a blank space on the standard tool bar, then hold down your left mouse button & drag to the center of your page.
5. Make your buttons black & white.	Select the View menu. Choose Toolbars . Choose Borders . Select Color Buttons . Click OK .
6. Remove the Database Toolbar.	Select the View menu. Choose Toolbars . Remove the X from Database . Click OK .
7. Remove the Borders Toolbar.	Click the control menu button once on the Borders toolbar.
8. Reformat your toolbars.	Select the View menu. Choose Toolbars .

Using the Help Feature

Overview

The Microsoft Word 6.0 Help feature is an on-line users manual that contains many components designed to assist both new and experienced Microsoft Word users. Microsoft Word Help provides you with tutorials, visual examples, animated demonstrations and step-by-step instructions for performing specific operations in Microsoft Word. It also supplies tips on using various Microsoft Word features, answers to commonly asked questions, and definitions of terminology, as well as, a complete guide to the WordBasic macro language, a description of support options available from Microsoft, and release information about the version of Microsoft Word currently in use. In addition, the Microsoft Word 6.0 Standard Toolbar now includes a Help button that lets you obtain context-sensitive assistance for menu commands, toolbars and toolbar buttons, as well as, formatting information for any text in a document.

While in the Help screens, you will notice certain words formatted in green text. A word printed in green and underlined is called a jump. By clicking this word, you can jump to information pertaining to it. Other types of jumps include buttons, graphics, or parts of graphics. The pointer will change into a hand when it is on top of a jump. If you choose a jump that is linked to another topic, that topic will appear in the Help window. If you choose a jump that is linked to more information, the information will appear in a pop-up window on top of the main Help window.

Contents

The Microsoft Word Help Table of Contents gives you quick access to five general categories of assistance: Using Microsoft Word, Examples and Demos, Reference Information, Programming with Microsoft Word, and Technical Support.

The mouse pointer will change to a "helping hand" icon when positioned on top of any Help text capable of being selected. Clicking green-colored text that has a solid underline causes Microsoft Word to display a list of related topics or specific information about the selected subject. Clicking on green text that has a dotted underline displays a definition for the selected phrase.

Search for Help on...

The **Search for Help on...** dialog box gives you the ability to perform keyword searches on any specific topic contained in the Microsoft Word Help reference.

This feature can be called from either the **Help** menu or by clicking on the **Search** button at the top of the windows for most of the Help categories listed in the Table of **Contents**.

Help Index

The **Help Index** lists Microsoft Word topics alphabetically so that you can quickly locate a particular subject and display specific **How To** instructions for that subject. Buttons for each letter of the alphabet are displayed across the top of the **Index** window.

Although all topic names appear in black text, positioning the mouse pointer on top of the text will indicate which text can be selected (i.e. the mouse pointer will change to a “helping hand” icon).

Quick Preview

The **Quick Preview** command provides you access to three Microsoft Word tutorials - **Getting Started**, **What’s New**, and **Tips for WordPerfect Users**. These tutorials perform animated demonstrations of various Microsoft Word 6.0 features.

Examples and Demos

The **Examples and Demos** feature contains sample documents and animated demonstrations of various operations that are used to illustrate Microsoft Word concepts and functions. Lessons are grouped into fourteen categories, that when selected will display a list of available demos for the chosen category. This feature can be accessed either from the **Help** menu, or by clicking on a triangle next to some of the topics listed in the Microsoft Word Help Index.

Tip of the Day...

Selecting **Tip of the Day...** displays a box containing information on how to perform a particular Microsoft Word function. Each time the **Tip of the Day** box is opened, a different tip is displayed.

If the **Show Tips at Startup** option is selected, the **Tip of the Day** box will be displayed each time the Microsoft Word application is started.

WordPerfect Help... (only in Windows)

WordPerfect Help provides assistance to WordPerfect users who are learning how to use Microsoft Word . This feature offers instructions on how to perform WordPerfect commands in Microsoft Word , as well as, providing animated demos of such operations.

Command Keys (left side of box)	Lists WordPerfect commands.
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Right side of box	Displays the equivalent MS Word instructions.
Help Text	Detailed procedures for performing the corresponding Microsoft Word instruction. (This new box will “always stay on top” so you can refer to the information while continuing to work on the document.)
Options	You may turn on the translation feature that lets MS Word interpret key combinations as WordPerfect commands.
Demo	Displays an animated demonstration of the Microsoft Word operation.

Technical Support

The **Technical Support** feature gives information about what to do When You Have a Question, Answers to Commonly Asked Questions, a description of the Types of Technical Support available from Microsoft, and how to get product support both in the U.S. and abroad.

About Microsoft Word...

When the **About Microsoft Word...** command is selected, a box appears that displays the version number of the Microsoft Word release being used and the name of the person or organization to whom the product is registered. It also includes a **System Info...** button that when clicked displays the current configuration and status of the PC being used.

Standard Toolbar Help Button

Context-sensitive assistance is now available for any button or list box that appears on a toolbar, as well as for any command listed in a Microsoft Word menu. This Help feature can also be used to obtain information regarding the formatting of any document text. Context-sensitive help is obtained by clicking on the Help button located at the far right end of the Standard Toolbar, then clicking on the item about which information is sought. Double-clicking on the Help button causes the Microsoft Word Help - Search dialog box to appear.

Standard Toolbar Help button: 

Lesson Concepts:

Obtaining information on toolbar buttons, list boxes, or menu commands:

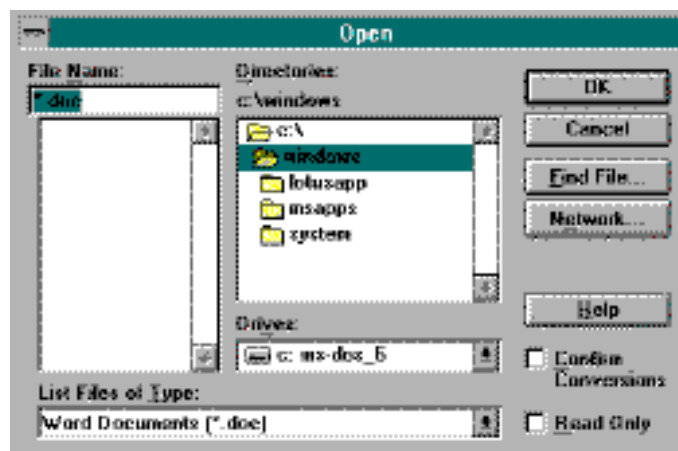
1. Click once on the **Help** button. The mouse pointer will now change so that a question mark appears next the selection arrow pointer.
2. Point to and click on a toolbar button or list box, or open a menu and click on one of the menu commands. The **Word Help** window will now appear and display information about the selected item.
3. Closing the **Word Help** window deactivates the **Help** button.

Open & Close a Document**Overview**

This lesson will show you how to open and close a Microsoft Word document. In the Windows environment, most commands and functions are done the same. You almost always have a File menu, and in that menu is an Open, Close, and Exit command. We will use these commands in this lesson.

To open a file, you must click on the File menu, or hold down the Alt key and press the letter F. Then, click on Open to view the Open Dialog box. You must then select the drive that the file is located on and then go to the location of that file, highlight it, and click OK.

Often times, you get confused as to whether to use the Close command or Exit command. The Close command is used to close the current document displayed on the screen. The Exit command is used to exit out of Microsoft Word. To access either of these commands, you must first click on the File menu.



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|--------------|---|
| Drives: | Choose the drive letter that the document is saved on. |
| Directories: | Select the directory where the document is. |
| File Name: | Select the filename of the document. |
| | *.doc - will look for all file ending in doc (i.e. - test.doc, first.doc) |

. - will look for all files.

List Files of Type:	Documents can be saved with different extensions. This box lets you select an extension that Microsoft Word is familiar with.
Find File:	Opens a search dialog box that allows you to search for a particular file.
Network:	Allows you to connect to network drives.
Confirm Conversions:	Documents that are not written in Microsoft Word need to be converted. This option when checked, lets you confirm the conversion before it begins.
Read Only:	Puts a document in read-only mode, so that modifications to it can be saved only to another file name.

Lesson Concepts:

To open a file.

1. Select the **File** menu.
2. Choose **Open**.
3. Highlight the file to be opened.
4. Click on **OK**.

To close a file.

1. Select the **File** menu.
2. Choose **Close**.

Exercise

Task	Comments
1. Display the Open dialog box.	Select the File menu. Choose Open .
2. Go to the LETTERS directory.	Click on the Letters folder in the directories box.
3. Select the file OTHER10.DOT	Click the arrow in the List File of Type box. Select All Files (*.*) . Click on other10.dot in the File Name box. Click on OK .
4. Close the file.	Select the File menu. Choose Close .
5. Exit MS Word.	Select the File menu. Choose Exit .
6. Reopen Microsoft Word.	Double click on the icon.

7. Open a document without displaying the Open dialog box.
8. Close the file.

Select the **File** menu.
Select **other10.dot** at the bottom of the menu.
Select the **File** menu.
Choose **Close**.

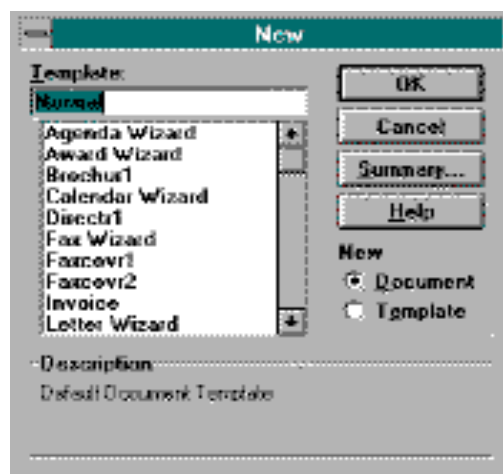
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Create & Save a Document

Overview

Creating a document in Microsoft Word is as easy as 1...2...3 with templates. You can create a document by scratch from a blank sheet of paper, or you can use one of several templates to create a fancy document without having to do all of the formatting yourself. To create a document, you must first select File from the menu bar, then click on New. A template list showing all of the default templates in Microsoft Word will appear. You will then select one of those templates, click OK, and complete the rest.

This next exercise will show you how to create a memorandum and a newsletter using the Microsoft Word templates.



Template: Select the type of template to be used in a new document.

Description: Shows the template description.

Summary: Opens the Summary Info box so that you may add information.

New Document: Creates a new document. This is the default setting.

New Template: Creates a new template.

Lesson Concepts:

1. Select the **File** menu.
2. Choose **New**.
3. Select the template to be used.
4. Click on **OK**.

Exercise

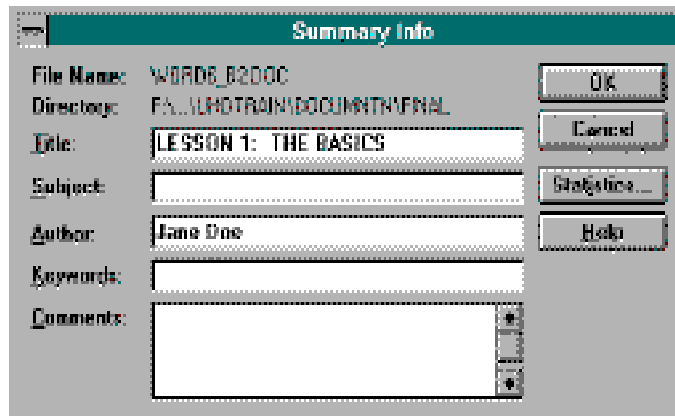
Task	Comments
1. Open Microsoft Word. 2. Open the Contemporary memo format.	Select the File menu. Choose New . Click on Memo2 in the Template box. (Notice the description) Click on OK .
3. Delete [Names] next to To: and type Bill Gates . 4. Delete [Names] next to From: and type your name. 5. Delete [Subject] next to RE: and type Employee Vacations . 6. Delete [Names] next to CC: and type Jane Doe . 7. Delete [Type your memo text here] and type All employees are receiving an extra 20 days paid vacation . 8. Save the document.	You have just typed a memo without having to format it. Select the File menu. Click Save . Type mymemo . Click OK .
9. Close the file.	Select the File menu. Choose Close .
10. Reopen the file without using the open dialog box.	Select the File menu. Choose mymemo .
11. Change the To: name and the Subject: information.	
12. Save the document with another name.	Select the File menu. Choose Save As... Type mymemo2 . Click OK .
13. Close the file.	
14. Both files are now listed.	Select the File menu. (Notice both files are listed at the bottom of the menu.) Click Open . (Notice both files are listed)
15. Close the dialog box.	Click Cancel .
16. Open the Newsletter Wizard.	Select the File menu. Choose New .

Task	Comments
	Select Newslttr Wizard in the Template box. Click OK .
17. Format the newsletter.	Click Modern . Click Next . Choose three columns. Click Next .
18. Give your newsletter a name.	Type, The Weekly Review . Click Next . Choose 2 pages . Click Next .
19. Include a Table of Contents, Fancy first letter, Date, Volume & Issue.	Click Next .
20. Display just the newsletter.	Click Finish .
21. Give your newsletter a date & volume.	Type January 1996 as the date. Replace Volume 1.1 with Volume 1.0 .
22. View your newsletter.	Click on the File menu. Click Print Preveiw .
23. Close Print Preview .	Click Close . Do not save.
24. Close the file. Do not save.	Select the File menu. Choose Close .

Create Summary Information

Overview

Summary info gives specific information about the document that is currently open in order that you may locate it quickly at a later date.



File Name and Directory information is generated by the computer. They can not be changed manually unless you save the document with a new name and/or a new directory.

File Name: Gives the file name of the opened file.
Directory: Gives the directory path that the file is located.

The other information is entered by a user and can consist of any text as long as it does not go over 255 characters.

Title: The computer will automatically generate a title for this document based on the first title it sees. You can manually change it to something else from this screen.

Subject: You would type in an appropriate subject for the document.

Author: The name of the person that wrote the document.

Keywords: A few unique keywords that will allow you to search for the document if at a later date you for get the document name, or just want to do a search for documents that have certain information in them.

Comments: This field can consist of any comments you would like to make pertaining to this document.

Statistics: Shows information about the document. (i.e.- the date & time it was created, files size, total editing time, pages, etc.)

Lesson Concepts:

1. Select the **File** menu.
2. Choose **Summary Info...**
3. Enter the desired information.
4. Click **OK**.

Exercise

Task	Comments
<ol style="list-style-type: none">1. Open the file mymemo.2. View the Summary Info dialog box.3. Type Employee Vacations in the Subject area.4. Type your name in the Author area.5. Type employee, vacation, leave, paid in the Keywords area.6. In the Comments section, type See also the file mymemo2.7. View all of the statistics pertaining to this file.8. Close the Document Statistics box.9. Close the Summary Info box.10. Close this file. Save updates.	<p>Select the File menu. Choose Summary Info....</p> <p>Click on Statistics.</p> <p>Click Close. Click Close. Click OK.</p>

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LESSON 2 DOCUMENT EDITING

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Lesson 2 focuses on the many different ways a Microsoft Word document may be edited to improve page layout.

At the end of this lesson you will be able to...

Use Tabs

Change C

Copy, Cut, & Paste Text

Use the Undo Feature

Find & Replace Text

Use the Go To Feature

Set Page Breaks

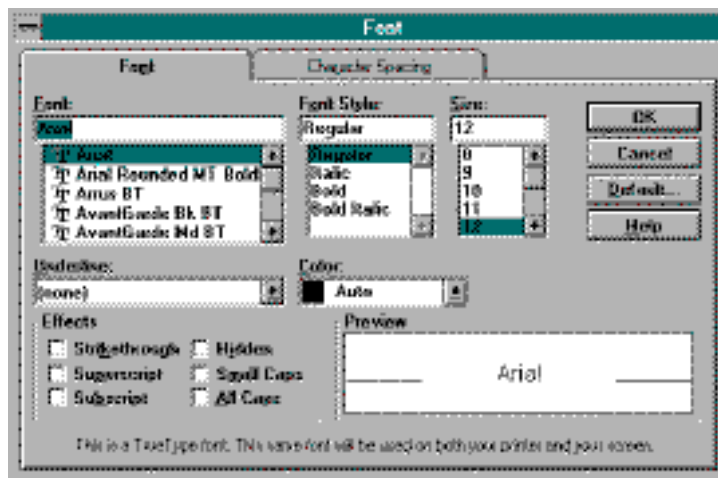
Create Page Numbers

Use the Date & Time Feature

Using Fonts

Overview

Microsoft Word provides several options to change the style of a character. We no longer have to use plain courier text, instead we can choose between several different fonts, the style & size of a font, and then give the font some color and special effects.



- Font: Select the font that will substitute the currently selected text.
- Font Style: Select the style of that text. Regular is normal text without any styles.
- Size: Select the size to change the text to.
- Underline: Select the style of underlining to use.
- Color: Select the color for the selected text.
- Effects: Several different effects can be applied to your text.
- | | |
|---------------|----------------------|
| Strikethrough | Text |
| Superscript | A ^{Text} |
| Subscript | A _{Text} |
| Hidden | (The text is hidden) |
| Small Caps | TEXT |
| All Caps | TEXT |
- Preview: Shows the text as it would be formatted in the document.
- Default: Used to set font defaults for an entire document. It will effect all new documents.


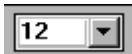

Hint: You may highlight text by clicking on it rather than dragging your mouse pointer over it.

- To highlight a word, click it 2 times.
- To highlight a sentence, hold down the Ctrl key and click it 2 times.
- To highlight a paragraph, click it 3 times.

Lesson Concepts:

1. Highlight the text to be edited.
2. Select the **Format** menu.
3. Choose **Font**
4. Choose your settings.
5. Click **OK**.

Exercise

Task	Comments
1. Open a new blank document.	Select the File menu. Choose New . Click OK .
2. Type some information.	Type Now is the time for all good men to come to the aid of his country.
3. Use the menu to format the word time.	Highlight the word time . Select the Format menu. Choose Font Select Arial under the Font section. Select Bold under the Font Styles section. Select 18 under the Size section. Click OK .
4. Use the toolbar to change font types.	Select the word good . Click the font button on the Formatting toolbar. 
5. Use the toolbar to change the font size.	Select Arial . Select the Font Size button on the Formatting toolbar.  Select 20 . Select the number 20 in the Font Size button box. Type 4 then press enter. Change the font back to 12 . Click the Bold button on the toolbar. 
6. Use the toolbar to make the text bold.	
7. Continue with additional formatting.	Select the Format menu. Choose Font

Task	Comments
8. Remove the highlight.	Select double under the underline section.
9. Select the information to be changed.	Select green under the Color section. Click OK .
10. Go to the Font menu.	Click somewhere else on the screen. Highlight the word country .
11. Click on Character Spacing .	Select the Format menu. Choose Font
12. Expand the word country.	Click on the arrow next to the Spacing: box. Select Expanded .
13. Condense the word country.	Click the up arrow next to the By: box several times. Click on the arrow next to the Spacing: box. Select Condensed .
14. Make it normal again.	
15. Change the position of the word.	Click on the arrow next to the Position box. Select Raised .
16. Put the position of country back to Normal.	Change the point size to 15 . Click OK .
17. Close this file. Do not save.	

Using Tabs

Overview

Tab stops are set at every half inch by default. (i.e. 0.5, 1.0, 1.5, 2.0, 2.5, etc.) These tabs can be modified or deleted.




Tab Stop Position:	The position where a tab stop is to be placed.
Default Tab Stops:	Tab stops can be positioned a set distance between each. The default Tab stops are set for 0.5".
Alignment:	<p>Left aligned - text types from left to right (default setting)</p> <p>Center aligned - text begins in the center and types outward, left and right.</p> <p>Right aligned - text types from right to left</p> <p>Decimal aligned - numbers with decimal points will line up at the decimal tab.</p> <p>Bar aligned - a vertical bar is place at the tab stop.</p>
Leaders:	Space before a tab stop can be filled with dots, dashes, or a solid line.
Set:	Sets the current setting that is in the Tabs dialog box.
Clear:	Clears the currently highlighted tab stop.
Clear All:	Clears all of the tab stops.

Lesson Concepts:

1. Select the **Format** menu.
2. Choose **Tabs**.
3. Select the new tab settings.
4. Click **OK**.

Exercise

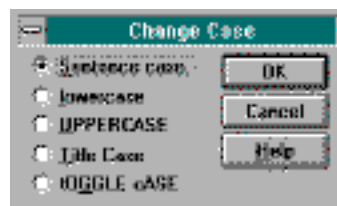
Task	Comments
1. Open a new blank document.	Click on the new document icon. 
2. Create a table of contents.	Type Table of Contents .
3. Center it, make it bold, and larger.	Highlight Table of Contents . Click the Bold button. Click the Center button. Click the Font Size button and select 16 .
4. Move down a few lines.	Press the right arrow key on your keyboard once. Press the Enter key twice.
5. Left justify the remainder of the document.	Click the left justification button.
6. Set the font back to 12.	Select the Font Size button and select 12 .
7. Open the Tabs dialog box.	Select the Format menu. Choose Tabs .
8. Position the tab stops.	Type .5 in the box under Tab Stop Position . Alignment will stay set at Left . Leader will stay set at 1 . Click the Set button to save that tab setting. Type 5.5 . Select Right under Alignment . Select 2 under Leader . Click Set , then click OK .
9. Type in your table of contents information.	Type Section One . Press Tab . Type 1 . Press the Enter key. Type Section Two and press the Tab key. Type 5 and press Enter . Type Section Three and press Tab . Type 11 and press Enter . Type Section Four and press Tab . Type 20 and press Enter .
10. Clear your tab stops.	Select the Format menu. Choose Tabs.... Click Clear All , then click OK .

Task	Comments
11. Close this file. Do not save.	
12. Open a new blank document.	
13. Create tab stops for a new document.	Open the Tabs dialog box. Type 3 . Click Center . Click Set . Type 6 . Click Center . Click Set , then click OK .
14. Type labels for your new document.	Type Name . Press the Tab key. Type Paid then press Tab . Type Amount then press Enter . Highlight Name, Paid, and Amount . Click the Underline button on the Formatting toolbar. Press the right arrow key on the keyboard one time. Press the Enter key once.
15. If underline is turned on, then turn it off.	Click on the Underline icon until it is depressed.
16. Change the 6" tab stop from center to decimal.	Select the Format menu. Choose Tabs . Click on 6" . Click on decimal , then click OK .
17. Add text to your document.	Type George Washington . Press the Tab key. Type Yes then press Tab . Type \$10.00 then press the Enter key. Type Abe Lincoln then press Tab . Type No then press Tab . Type \$25.00 then press Enter . Type John Adams then press Tab . Type No then press Tab . Type \$100.00 then press Enter . Type Andrew Jackson then press Tab . Type Yes then press Tab . Type \$50.00 then press Enter . Close this file. Do not save.

Changing Character Case

Overview

The Change Case function allows you to change character capitalization in a word without changing character formatting. For example, you may be typing along without looking at your monitor, then when you do look up, you notice that your sentence is all capitalized. Who would want to type the sentence all over again? With MS Word, you can highlight the text and then select Change Case from the Format menu.



Lesson Concepts:

1. Select the **Format** menu.
2. Choose **Change Case**.
3. Select a case, then click **OK**.

Exercise

Task	Comments
<ol style="list-style-type: none"> 1. Open a new blank document. 2. Type I'm having fun learning Microsoft Word 6.0. 3. Highlight the sentence. 4. Change the sentence to lowercase. 5. Change to uppercase. 6. Change to Title case. 7. Change to Toggle case. 8. Close this document. Do not save. 	<p>Triple-click your mouse button. Select the Format menu. Choose Change Case... Click lowercase, then OK. Select the Format menu. Choose Change Case... Click UPPERCASE, then OK. Go to the Change Case dialog box. Click Title Case, then OK. Go to the Change Case dialog box. Click tOGGLE cASE, then OK.</p>

Copy, Cut, & Paste

Overview

The Cut, Copy, and Paste commands will allow text to be copied or moved to another location in just a few easy steps.

Lesson Concepts:

1. Highlight the text to be copied or moved.
2. Select the **Edit** menu.
3. Choose **Cut** or **Copy**.
4. Place the cursor where the text should appear.
5. Select the **Edit** menu.
6. Choose **Paste**.

Exercise

Task	Comments
1. Open the file ADPR01.DOT	Select the File menu. Choose Open . Click on the Letters folder. Select All Files in the List Files of Type box. Click ADPR01.DOT , then click OK .
2. Copy the words FOR IMMEDIATE RELEASE to the end of the paragraph.	Highlight FOR IMMEDIATE RELEASE . Select the Edit menu. Choose Copy . Click at the end of the first paragraph. Select the Edit menu. Choose Paste .
3. Paste it again.	Press the enter key to move to a new line. Click the Paste icon on the toolbar.
4. Move the date using the menu bar.	Highlight the date. Select the Edit menu. Choose Cut . Place you cursor at top of the document, then click the Paste icon.
5. Move the words FOR IMMEDIATE RELEASE using the mouse.	Highlight FOR IMMEDIATE RELEASE . Without clicking, place your mouse pointer on top of it. Hold down your left mouse button and drag your mouse to a new location,

Task	Comments
6. Copy the words FOR IMMEDIATE RELEASE using the mouse.	then release your mouse button. Highlight FOR IMMEDIATE RELEASE. Without clicking, place your mouse pointer on top of it. Hold down your left mouse button. Hold down the control key on your keyboard with your other hand. Drag your mouse to a new location, then release your mouse button.
7. Close the file. Do not save changes.	
8. Open the files named ADPR01.DOT and MKTG02.DOT at the same time.	Select the File menu. Choose Open . Highlight ADPR01.DOT . Hold down the Ctrl key and highlight MKTG02.DOT . Click OK .
9. Switch to the ADPR01.DOT file.	Select the Window menu. Choose ADPR01.DOT .
10. Copy the second paragraph.	Highlight the paragraph. Select the Edit menu. Choose Copy .
11. Switch to the MKTG02.DOT file.	Select the Window menu. Choose MKTG02.DOC .
12. Paste the sentence into this file.	Place your cursor at the beginning of the second paragraph. Select the Edit menu. Choose Paste .
13. View both documents at the same time.	Select the Window menu. Choose Arrange All .
14. Close both files at the same time. Do not save.	While holding down the Shift key, click the File menu. Select Close All .

The Undo & Repeat Features

Overview

The Undo feature allows you to undo the very last function that was performed. This allows for mistakes to be corrected.

The Repeat feature allows for the last function to be repeated. This is faster than going back to the menu bar and selecting the functions over again.

Lesson Concepts:

1. Select the **Edit** menu.
2. Choose **Undo** or **Repeat**.

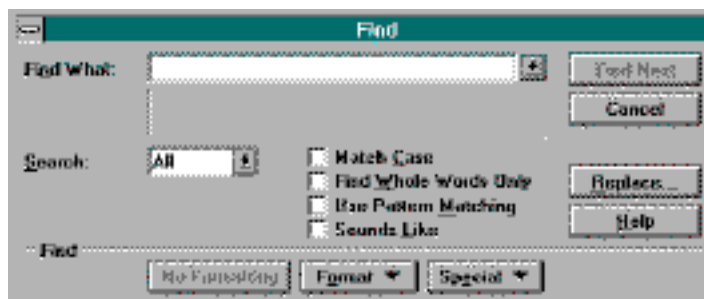
Exercise

Task	Comments
1. Open the file, EMPRL02.DOT. 2. Delete the first paragraph.	Highlight the paragraph. Press the Delete key on your keyboard. Press Y to verify deletion. (OOPS, the entire paragraph is deleted.)
3. Undo your deletion.	Select the Edit menu. Choose Undo Clear .
4. Get rid of it.	Select the Edit menu. Choose Redo Clear .
5. Put it back.	Select the Edit menu. Choose Undo Clear .
6. Realign the sentence.	Click on the Align Right button on the Formatting toolbar.
7. Undo the alignment.	Select the Edit menu. Choose Undo Paragraph Alignment .
8. Use the repeat feature to repeat a format.	Highlight the word Senior Programmer . Click on the Bold button. Now, highlight expert programmer . Select the Edit menu. Choose Repeat Bold .
9. Close this file. Do not save.	

Find & Replace

Overview

Microsoft Word's Find feature allows text, formats, and codes to be searched in a document.



Find What: Microsoft Word will look for the text that is placed in this box.

Search: Tells how much of the document you what searched.

ALL - The entire document.

Down - From the position of your cursor to the end of the document.

Up - From the position of your cursor to the beginning of the document.

Match Case: Matches upper & lowercase characters and locates a word exactly as it appears in the Find What box.

Find Whole Words Only: Locates the only the Find What word. Will not locate a word that includes the Find What word. (i.e.- Find What: Win. Will find Win, but not Window.)

Use Pattern Matching: Special characters can be printed instead of a character to locate a group of words. (i.e. h?t will locate hat, hit, hot, hut. h*t will locate hat, heat, hurt. A list of special characters is found in the appendix.

Sounds Like: Locates words that sound similar. (i.e. - threw & through, color & colour)

No Formatting: Removes all formatting.

Format: Locates special formats. (i.e. - font, paragraph, language, & style)

Special: Locates special characters & codes. (i.e. - paragraph marks, endnotes, manual page breaks, etc.)

Replace: Opens the Replace dialog box. threw

Find Next: Locates the next location of your Find What word.

Lesson Concepts:

1. Select the **Edit** menu.
2. Choose **Find** if only trying to locate something.
or
Choose **Replace** if trying to locate something and replace it with something else.

Exercise

Task	Comments
<ol style="list-style-type: none">1. Open the file ADPR01.DOT.2. Find Tater Dicer Mark II.	<p>Select the Edit menu. Choose Find. Type Tater Dicer Mark II in the Find What box. Click Find Next. Click Find Next again. Click Find Next again.</p>
<ol style="list-style-type: none">3. Locate all <u>3 letter</u> occurrences that begin with an 't' and end with a 'r'.	<p>Type t?r in the Find What box. Place an x in the Use Pattern Matching box. Click Find Next. Click Find Next. Click Find Next.</p>
<ol style="list-style-type: none">4. Locate <u>all</u> occurrences that begin with an 't' and end with a 'r'.	<p>Type t*r in the Find What box. Click Find Next. Click Find Next. Click Find Next.</p>
<ol style="list-style-type: none">5. Find a <u>word</u> with a specific format.	<p>Remove the x from the Use Pattern Matching box. Delete the text in the Find What box. Select the Format menu. Choose Font. Click on the Font tab. Select Italic under the Font style box. Click OK. Click Find Next. Click Find Next again.</p>
<ol style="list-style-type: none">6. Find any <u>number</u> in the document.	<p>Click the No Formatting button to remove the italic format. Click the Special button. Select Any Digit. Click on Find Next.</p>

Task	Comments
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7. Close the Replace dialog box. | Click **Cancel**.

The **Replace** dialog box.....



Replace: Replaces the first word in the document that meets the **Find What** specifications.

Replace All: Replaces all of the words in the document that meet the **Find What** specifications.

- | | |
|---|---|
| <p>9. Replace Tater Dicer Mark with TDM.</p>

<p>10. We don't want to replace this 1st occurrence. Let's skip it.</p> <p>11. Let's replace this occurrence.</p> <p>12. Replace all occurrences.</p> <p>13. Close the dialog box.</p> <p>14. Close this file. Do not save.</p> | <p>Select the Edit menu.</p> <p>Choose Replace. (You may need to move the box out of the way.)</p> <p>Type Tater Dicer Mark in the Find What box.</p> <p>Type TDM in the Replace With box.</p> <p>Select All from the Search box.</p> <p>Click Replace.</p> <p>Click Find Next.</p>

<p>Click Find Next.</p> <p>Click Replace All.</p> <p>Click Close.</p> |
|---|---|

Setting Page Breaks

Overview

Microsoft Word has default page breaks that are noticeable when you have typed to the bottom of a page. You may, however, manually place a page break into a document without having to go to the bottom of the page. There are three types of breaks: page, column, and section.

Page break	The point between the end of one page, and the beginning of the next. This is used when you want to force a page break in a location other than where MS Word would automatically put one.
Column break	The point between the end of one column, and the beginning of the next. This is used when an entire column is not filled up with text, but you want to begin the second column anyway.
Section break	The point between the end of one section, and the beginning of the next. This is important to use when formats between sections is being changed. (i.e. headers & footers)

Lesson Concepts:

1. Select the **Insert** menu.
2. Choose **Break**.
or
Press **Ctrl + Enter** on the keyboard.

Exercise

Task	Comments
<ol style="list-style-type: none">1. Open the file MKTG01.DOT.2. Place a page break between paragraphs.	<p>Place your cursor at the end of the 1st paragraph.</p> <p>Select the Insert menu.</p> <p>Choose Break.</p> <p>Select Page Break.</p> <p>Click OK.</p>
<ol style="list-style-type: none">3. Preview your document.	<p>Select the File menu.</p> <p>Choose Print Preview.</p> <p>Click the page up or page down button to view the other pages.</p>
<ol style="list-style-type: none">4. Close the Print Preview box.	<p>Click Close.</p>

5. Place a page break between additional paragraphs.

Place your cursor at the end of the 2nd paragraph.

Hold down the **Ctrl** key and press the **Enter** key.

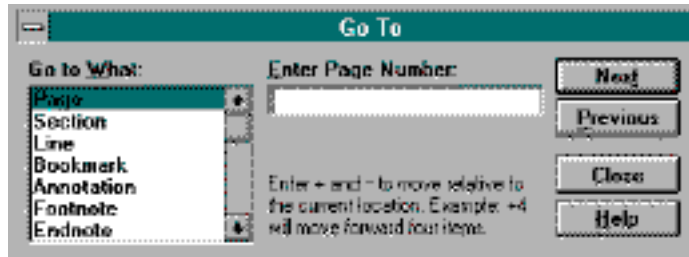
Place your cursor at the end of the 3rd paragraph.

Hold down the **Ctrl** key and press the **Enter** key.

Go To... Feature

Overview

Microsoft Word's Go To feature allows you to navigate around a document more easily than pressing the page up & page down keys and by using the scroll bar.



Lesson Concepts:

1. Select the **Edit** menu.
2. Choose **Go To**.
3. Choose the Place you want to go to.
4. Enter the location, then click on **Next**.

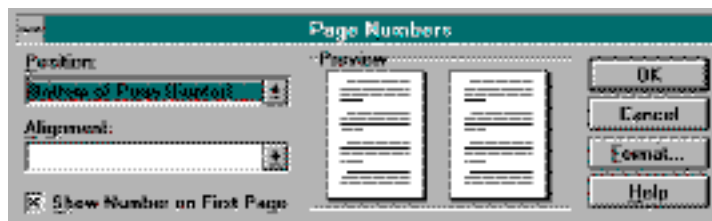
Exercise

Task	Comments
1. Place your cursor at the top of the document.	Select the Edit menu. Choose Go To... Type 1 . Click Go To . Click Close .
2. Go to the next page using the Go To feature.	Select the Edit menu. Choose Go To... Click Next .
3. Go to another page by typing the page number.	Click in the Enter Page Number box. Type 3 to go to page number 3. Click Go To .
4. Go to another page using the minus (-) key.	Type -2 . Click Go To .
5. Go to line 3.	Click Line in the Go To What box. Type 5 in the Enter Line Number box. Click Go To .

Creating Page Numbers

Overview

Microsoft Word's page Numbers feature will automatically insert page numbers into a document. As the user, you may select to have the numbers appear in the header or footer, and then have them aligned at the location you choose.



Position: Page numbers can be positioned at the top of the page in a header, or at the bottom of a page in a footer.

Alignment: The page number can be placed to the left, right, or center of the header or footer. It can also be placed inside or outside of the margins.

Show Number on First Page: Shows the number on the first page of the document.

Preview: Shows what your document would look like after printing.

Format: Allows you to change the style of the page and chapter numbers.

Lesson Concepts:

1. Select the **Insert** menu.
2. Choose **Page Numbers**.
3. Choose your options, then click **OK**.

Exercise

Task	Comments
<ol style="list-style-type: none"> 1. Go to the top of the document. 2. Insert page numbers. 3. Place the page number on the top of the page. 4. Don't show the page number on the first page. 5. Change the format of the numbers. 	<p>Select the Insert menu. Choose Page Numbers. Change Position to Top of Page (Header). Choose Center for Alignment. Take the x out of the box for Show Number on First Page. Click on the Format button. Select i,ii,iii... in the Number Format</p>

Task	Comments
6. Preview your pages.	box. Click OK .
7. View 2 pages across, and 2 down.	Click OK . Select the File menu. Choose Print Preview . Click the Multiple Pages button. Select 2 x 2 Pages . Click the Magnifier button. Click the page number on one of the pages to magnify it. Click Close .
8. View the header to show the page number format.	Go to page 2 . Select the View menu. Choose Header and Footer .
9. Change the format of your page numbers.	Delete the page number. Press Tab . Type Page . Press the Space bar one time. Click the Page Numbers button on the Header and Footer toolbar.
10. Go back to your main document.	Double-click on your document, away from the header.
11. Preview your document.	Select the File menu. Choose Print Preview .
12. Close the file. Do not save.	

Using the Date and Time Feature

Overview

Microsoft Word's Date and Time feature will automatically enter the current date and/or time into your document in the format your choose.

Lesson Concepts:

1. Select the **Insert** menu.
2. Choose **Date and Time**.
3. Choose the appropriate format, then click **OK**.

Exercise

Task	Comments
<ol style="list-style-type: none">1. Open a blank Microsoft Word document.2. Place today's date in your document.3. Move down a few lines.4. Place the current time in your document	<p>Select the Insert menu. Choose Date & Time. Select the 4th date format from the top. Click OK. Press the Enter key twice. Select the Insert menu. Choose Date & Time. Select the 3rd time format from the bottom. Put an x in the box Insert as Field. Click OK. (Notice the time) Select the File menu. Choose Close. Save the file as datetime. Notice the time has changed to the current time.</p>
<ol style="list-style-type: none">5. Save the file and close it.6. Reopen the file.7. Close the file. Do not save.	

Using Annotations

Overview

Annotations are similar to footnotes. They are used for adding comments when reviewing a document. A typical use for annotations is reviewing a document that is circulating among other Microsoft Word users. A reviewee would look at the document and insert his or her comments as an annotation. Their initials or other characters would go in the document to reference an identical footnote that is numbered.

Lesson Concepts:

1. Select the **Insert** menu.
2. Choose **Annotation**.

Exercise

Task	Comments
<ol style="list-style-type: none">1. Open the file CRED11.DOT.2. Place an annotation after the second paragraph.3. Type an annotation.4. Close the annotation box.5. View the annotations.6. Close the annotation box.7. Keep the document open.	<p>Place your cursor after at the end of the 2nd paragraph.</p> <p>Select the Insert menu.</p> <p>Choose Annotation.</p> <p>Type When did you begin the investigation?</p> <p>Click Close.</p> <p>Select the View menu.</p> <p>Choose Annotations.</p> <p>Click Close.</p>

Using Hyphenations

Overview

The Hyphenation feature will automatically add optional hyphens (similar to a dash) to your document splitting words or syllables at the end of a line. You may change the location of your hyphens before they are inserted. Microsoft Word can hyphenate a whole document, or just the text that you've selected.

Automatically Hyphenate Document:	MS Word automatically hyphenates words as you type.
Hyphenate Words in Caps:	MS Word will hyphenate capitalized words.
Hyphenation Zone:	Reserved space in the right margin of a document used for determining whether or not to hyphenate a word that falls into this space.
Limit Consecutive Hyphens To:	You may choose the total number of hyphens in a document.
Manual:	MS Word stops at a word that should be hyphenated, and asks you to confirm the hyphenation.
Optional Hyphen:	Allows you to insert a hyphen in a word that appears at the end of a document. When MS Word reformats, it will remove the hyphen if it's no longer necessary to have it.

Lesson Concepts:

1. Select the **Tools** menu.
2. Choose **Hyphenation**.
3. Choose your settings, then click **OK**.

Exercise

Task	Comments
1. Go to the top of the document.	
2. Manually hyphenate your document.	Select the Tools menu. Choose Hyphenation . Click the Manual button.
3. Hyphenate the word looking.	Click the Yes button.
4. Hyphenate the word dissatisfaction.	Click the Yes button.
5. Close the file. Do not save.	

Task	Comments
6. Reopen the file. 7. Automatically hyphenate your document.	Select the Tools menu. Choose Hyphenation . Place an x in the Automatically Hyphenate Document box. Click OK .
8. Close the document. Do not save.	

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LESSON 3 PAGE FORMATTING & ALIGNMENTS

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LESSON 3: PAGE FORMATTING & ALIGNMENTS

Lesson 3 focuses on the many different ways to format page layouts and alignment of text to create a perfect document.

LESSON 3: OBJECTIVES

At the end of this lesson you will be able to...

- Format a Page
- Format a Paragraph
- Create Headers and Footers
- View a Document
- Create Bookmarks



Page Formatting

Overview

Page Setup formatting can be used to set the Margins, Paper Size, Paper Source, and Layout for selected text, the current section, or the entire document.

Lesson Concepts:

1. Choose the **File** menu. Choose the **Page Setup** command.
2. To set the margins, select the **Margins** folder tab.
3. To set the size and orientation of the page (portrait versus landscape), choose the **Paper Size** option.
4. Choose the **Paper Source** option to specify a different paper bin for a particular section or sections of your document.
5. The **Layout** tab is used to set options for headers and footers, section breaks, vertical alignment and line numbers.
6. Select the **Apply To:** box to specify the portion of the document where you want to change the page setup.
7. Click the **Default** button if you want Microsoft Word to use your settings as the defaults when creating new documents.
8. Click on **OK** when you have finished making all your desired settings.



Options for Paper Size:



Options for Paper Source:



Options for Page Layout:



Exercise

Task	Comments
1. Open the file EMPRL01.DOT	
2. Change the Document's Right and Left margins to 2".	Select the File menu. Choose Page Setup and click on the Margins tab. Click on the up arrow in the Left margin box until 2" is displayed. Click on the down arrow in the Right margin box until 2" is displayed. Click on OK .
3. Change the page orientation to Landscape.	Press Ctrl+End to go to the end of the document, then click on the File menu. Choose Page Setup , and click on the Paper Size folder tab. Then, choose This Point Forward in the Apply To: section, and select the Landscape option in the Orientation section. Then click OK .

Paragraph Formatting

Overview

In Microsoft Word, any line that ends with a hard return is considered a paragraph, even if the line has no text.

Note: Paragraph formatting information is stored with the hard return at the end of each paragraph. Deleting a paragraph's hard return marker may cause the paragraph to lose any special formatting attributes.

Can control the appearance of paragraphs by:

- Aligning and indenting paragraphs
- Setting line and paragraph spacing
- Changing paragraph Text Flow
- Adding Bullets or Numbering to the paragraphs
- Adjusting the Tab stops

Five ways to format paragraphs:

- Using the **Menu bar** (Format-Paragraph command)
- Using the **Standard Toolbar** (Format Painter button)
- Using the **Formatting Toolbar** (paragraph alignment and indent buttons)
- Using the **Ruler** (margin markers and tabs)
- Using the **Keyboard** (hot key combinations)

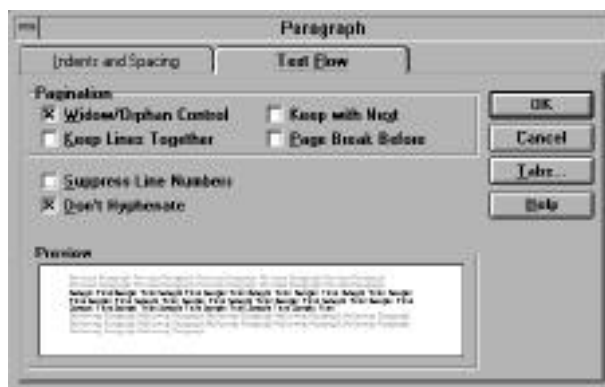
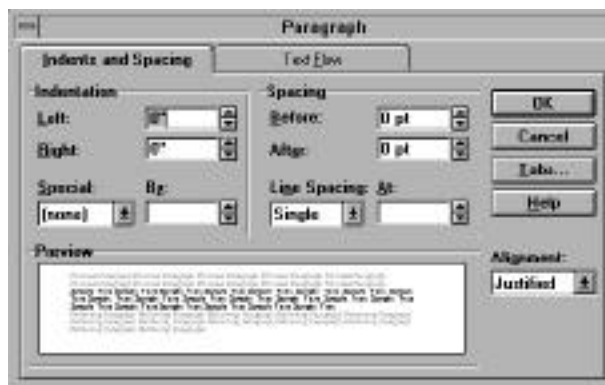
Lesson Concepts:

To make paragraph marks visible:


1. Select the **Tools** menu
2. Choose **Options**
3. Click on the **View** folder tab
4. Check the **Paragraph Marks** option in the **Nonprinting Characters** section
or, click on the button labeled ¶.

Lesson Concepts:**Formatting paragraphs using the menu bar:**

1. Select the paragraph or paragraphs.
2. Select the **Format** menu.
3. Choose **Paragraph**.
4. Specify the desired alignment, indentation, pagination and spacing.
5. Click the **Tabs** button to create custom tab stops for the selected paragraph.



Lesson Concepts:**To copy paragraph formatting using the Format Painter:**

1. Select the text that contains the format to be copied.
2. Click once on the Format Painter button  to save the formatting attributes of the selected text.
3. Drag the Format Painter pointer over the paragraphs to be changed.

HINT: Double click on the Format Painter button to copy the format multiple times. Then click on the button again after all changes have been made.

Copying paragraph formatting using the Toolbar and Ruler

- Click on the Indent or Unindent button in the Formatting Toolbar to set paragraph indents
- Use the four paragraph alignment buttons in the Formatting Toolbar to left-align, center, right-align, or justify paragraphs
- Open the Style pull-down list and click on one of the stored formatting styles to change the format of selected paragraphs
- Click the **Bullets** or **Numbering** button to add these features to a paragraph.
- Click the **Indent** or **Unindent** button to change the paragraph indenting.
- Use the Ruler to set custom Tab stops and paragraph margins

Copying paragraph formatting using the Keyboard (Hot Keys)

- To format paragraphs using the keyboard:
 1. Select the paragraph or paragraphs that you wish to format.
 2. Apply any of the keystrokes described below.

EFFECT

Left align a paragraph
 Center a paragraph
 Right align a paragraph
 Justify a paragraph
 Create a hanging indent
 Indent a paragraph
 Remove an indent

**Windows
Key Combination**

CTRL+L
CTRL+E
CTRL+R
CTRL+J
CTRL+T
CTRL+M
CTRL+SHIFT+M

EFFECT

Single-spaced lines
 One-and-a-half-spaced lines
 Double-spaced lines

Windows**Key Combination**

CTRL+1
CTRL+5
CTRL+2

Exercise

Task	Comments
------	----------

Menu Formatting

- | | |
|--|--|
| 1. Make the <u>first</u> paragraph justified. | Position the insertion point within the <u>first</u> paragraph.
Select the Format menu.
Choose Paragraph .
If necessary, click on the Indents and Spacing folder tab.
Click on the down arrow under Alignment .
Choose Justified .
Click on OK . |
| 2. Make the <u>second</u> paragraph have a .5" hanging indent. | Place the insertion point within the <u>second</u> paragraph.
Select the Format menu.
Choose the command Paragraph .
Click on the down arrow below the Special area and select Hanging . The By box defaults to 0.5."
Click on OK . |
| 3. Undo the format. | Select the Edit menu.
Choose Undo Formatting . |

Formatting Toolbar and Ruler Formatting

- | | |
|---|---|
| 1. Give the <u>second</u> paragraph a .5" hanging indent. | Place the insertion point within the <u>second</u> paragraph.
Locate the upward-pointing pentagon that sits on top of the rectangle at the Ruler's left margin marker.
Place the tip of the mouse pointer on this pentagon and drag the pentagon over to the .5 inch mark on the Ruler.
This will indent all the text in the paragraph, except the first line. |
|---|---|

Task	Comments
2. Make the <u>third</u> paragraph justified and give it a .5 inch indent on both sides .	<p>Place the insertion point within the <u>third</u> paragraph.</p> <p>Click on the Justified alignment button (4th alignment button on the Formatting Toolbar).</p> <p>Drag the square at the bottom of the Ruler's left margin marker over to the .5 inch mark.</p> <p>Drag the right margin marker (the upward-pointing pentagon without the square underneath it) to the 5.5 inch mark.</p>
<p>Hot Key Formatting</p> <p>Make the <u>fourth</u> paragraph double paced and justified.</p>	<p>Place the insertion point within the <u>fourth</u> paragraph.</p> <p>Press CTRL+2.</p> <p>Press CTRL+J.</p>
<p>Toolbar Formatting</p> <p>1. Number all the paragraphs, but not the title.</p> <p>2. Change the numbers to bullets.</p> <p>3. Indent all the paragraphs.</p> <p>4. Unindent all the paragraphs.</p> <p>5. Remove the bullets.</p>	<p>Select all the paragraphs.</p> <p>Click on the Numbering button on the Formatting toolbar.</p> <p>Click on the Bullets button in the Formatting toolbar.</p> <p>Click on the Increase Indent button on the Formatting toolbar.</p> <p>Click on the Decrease Indent button on the Formatting toolbar.</p> <p>Select the Format menu.</p> <p>Choose Bullets and Numbering.</p> <p>Notice that the type of bullet can be changed using this dialog box.</p> <p>Choose Remove.</p>

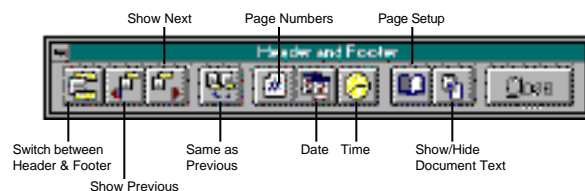
Task	Comments
Copy Paragraphs to a New File 1. Copy the paragraphs. 2. Close the file. 3. Open a new blank document. 4. Move down a couple of lines. 5. Paste the paragraphs.	 Make sure the paragraphs are highlighted. Select the Edit menu. Choose Copy . Press the Enter key twice. Select the Edit menu. Choose Paste .

Creating Headers & Footers

Overview

Microsoft Word allows you to create headers and footers in any document. A header is information that appears at the top of a page. For instance, the header on this page is the title: Introduction to Microsoft Word 6.0, followed by a horizontal line, followed by the words Student Manual. A footer is information that appears at the bottom of a page. For instance, the footer on this page is a horizontal line followed by the words NIH CC Information Technology Center, then the page number.

Both the headers and footers may consist of text, graphics, lines, titles, dates, page numbers, and several other things.



Lesson Concepts:

1. Select the **View** menu.
2. Choose **Header and Footer**.
3. Begin typing your header and/or footer.

Exercise

Task	Comments
1. Place a header in the document.	Select the View menu. Choose Header and Footer . Press the Tab key one time for center alignment. Type Resume . Press Enter .
2. Format Declaration of Independence, making it bold and 14pt.	Highlight Resume . Select the Format menu. Choose Font . Click Bold and 14pt . Click OK .

Task	Comments
3. Add page numbers to the bottom of the document.	Click the Switch Between Header and Footer button. Press the Tab key 1 time for center alignment. Type Page , then press the spacebar once.
4. Put a horizontal line in the footer.	Click the Page Numbers button. Select the View menu. Choose Toolbars . Put an X next to Borders . Click the Top Border button on the Borders toolbar.
5. Close the Header & Footer dialog box.	Click Close on the toolbar.
6. Preview the document.	Select the File menu. Choose Print Preview .
7. Close Print Preview.	Click the Close button.
8. Keep this document open.	

Viewing a Document

Overview

There are several ways to view a document in Microsoft Word.



Normal View:	This is the default view shown when MS Word is opened. It is used for most formatting & editing tasks.
Outline View:	Displays the structure of a document using indented headings. These headings are shown in levels to make it easy to arrange text in a document.
Page Layout View:	Displays a document as it will appear when it is printed.
Master Document View:	Displays the overall organization of a document. It helps to organize long documents, such as a book, that is divided into several smaller documents called subdocuments.
Full Screen:	Displays a document full screen, without rulers, toolbars, or other screen elements.
Zoom:	Magnifies a document up to 200% for a close-up look, or reduces the size of a document down to 10% so that more of the document may be shown on a single page.

Other viewing options include: Toolbars, Ruler, Header and Footer, Footnotes, and Annotations.

Lesson Concepts:

1. Select the **View** menu.
2. Choose the View of your choice.

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Exercise

Task	Comments
1. Place a few page breaks in your document.	Place your cursor at the end of the 1st paragraph. Press Ctrl + Enter . Place your cursor at the end of the 2nd paragraph. Press Ctrl + Enter .
2. View the Page Layout.	Select the View menu. Choose Page Layout .
3. Go to the next page.	Click the down arrow button on the vertical scroll bar until you get to the next page. Click the page down button on the vertical scroll bar.
4. View a Full Screen.	Select the View menu. Choose Full Screen .
5. Scroll through the document.	Press the down arrow key on the keyboard.
6. Close the Full Screen view.	Click the Full Screen button in the lower right corner.
7. View the Outline.	Select the View menu. Choose Outline .
8. View as a Master Document.	Select the View menu. Choose Master Document .
9. View as a Normal document.	Select the View menu. Choose Normal .

Creating Bookmarks

Overview

Microsoft Word Bookmarks are used to mark a selection of text for reference. You will need to give that selection a name, in which case, you may use it at a later date to create and number cross-references.

Lesson Concepts:

1. Select the **Edit** menu.
2. Choose **Bookmark**.
3. Give the bookmark a name, then click Add.

Exercise

Task	Comments
<ol style="list-style-type: none">1. Go to the top of the document.2. Make the last sentence of the first paragraph a bookmark.	<p>Highlight the last sentence. Select the Edit menu. Choose Bookmark. Type Enclosed as the bookmark name. Click Add.</p>
<ol style="list-style-type: none">3. Select two more words or sentences and name them Mark1 and Mark2.	<p>Highlight the word Senior Programmer. Select the Edit menu. Choose Bookmark. Type Mark1, then click Add. Highlight another word or sentence. Select the Edit menu. Choose Bookmark. Type Mark2, then click Add.</p>
<ol style="list-style-type: none">4. Go to the top of your document.5. View the Bookmarks.	<p>Select the Edit menu. Choose Bookmark. Highlight the bookmark to go to. Click the Go To button. Select another bookmark & click Go To. Click Close.</p>
<ol style="list-style-type: none">6. Close the Bookmark dialog box.7. Close this file. Do not save.	

LESSON 4 TOOLS

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LESSON 4: TOOLS

Lesson 4 focuses on the many tools that Microsoft Word has made available to enhance the reading/flow of your document.

LESSON 4: OBJECTIVES

At the end of this lesson you will be able to...

Use the Spell Checker

Use the Grammar Checker

Use the Thesaurus

Change Languages

Count Words

Use the Auto Correct Feature

Preview a Document

Print a Document

Using the Spell Checker

Overview

You can use the Microsoft Word Spelling command to confirm the spelling of a single word, a group of words, or all the words in a document. The spell checker looks up words in one or more internal dictionaries (1 main dictionary and 1 or more custom dictionaries). If the word is not in one of the dictionaries, it is flagged as a possible misspelling. Microsoft Word's spell checker does have limitations. The following are cases in which the spell checker cannot determine whether a word is correctly spelled.

- Proper nouns, unusual words, or technical terms may not be in the main dictionary. (These terms should be added to your own custom dictionary.)
- Correctly spelled words that are used incorrectly (e.g. "their" instead of "there").

The spell checker should therefore not replace careful proofing of your document. However, it can catch many of your mistakes. In addition to flagging misspelled words, it will also alert you of any repeated words (the the), words with unusual capitalization (The), and words in which the first letter should be capitalized (american).



Not in Dictionary:	Displays a word that is not found in the Microsoft Word dictionary.
Change To:	Microsoft Word is sometimes able to suggest a replacement word.
Suggestions:	Microsoft Word may be able to suggest multiple words.
Add Words To:	Custom dictionary file.
Ignore:	Leaves the flagged word unchanged.
Ignore All:	Microsoft Word will not flag the word again for the current document.
Change:	Replaces the original spelling of the flagged word with that contained in the Change To box.
Change All:	Replaces all occurrences of the flagged word in the document with the word in the Change To box.

- Add:** Leaves the flagged word unchanged and adds it to the custom dictionary.
- Auto Correct:** Microsoft Word will automatically correct typographical errors. Click the button to replace the flagged word with the text in the Change To field, then add the original word and its corrected spelling to the AutoCorrect list.
- Undo Last:** Restores the original spelling of the last word that was changed.

Lesson Concepts:

1. Position the cursor where you want the spell check to begin, or select a block of text to spell check.
2. Select the **Tools** menu.
3. Choose **Spelling**.
4. Make appropriate corrections.

Exercise

Task	Comments
<ol style="list-style-type: none">1. Open the file DPR01.DOT.2. Spell check the document.	Select the Tools menu. Choose Spelling . Make corrections.
<ol style="list-style-type: none">3. When spell check is complete, close the spell checker.4. Close the file. Do not save.	Click OK .

Options for Customization

Spell checker options can be accessed in two different ways. Either, you can choose the **Options** button in the **Spelling** dialog box. Or, you can choose the **Tools/Options** command and then select the **Spelling** tab. Any option you change using either method, will remain in effect until you change them again.



The **Options** dialog box contains three sections.

The **Suggest** section:

Always Suggest	Instructs the spell checker to automatically display alternative spellings whenever it encounters an unknown word
From Main Dictionary Only	Limits suggested spellings to words listed in the main dictionary only, ignoring those contained in any custom dictionaries that may have been selected.

The **Ignore** section:

Words in Uppercase	Microsoft Word will ignore terms that consist entirely of uppercase letters (e.g. acronyms, such as DNA)
Words with Numbers	Microsoft Word will ignore all words that contain numbers (e.g. RS-232).

The **Custom Dictionaries** section:

CUSTOM.DIC	Used to create lists of terms that are not included in Microsoft Word's default dictionary. When Microsoft Word is first installed, only appears on the Custom Dictionaries list. If you do not add and select your own custom dictionaries, this is the one that will be used with the Speller.
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Exercise

Task	Comments
1. Open the Options dialog box.	Select the Tools menu. Choose Options . Click Spelling .
2. Create a new custom dictionary.	Click on the New button. Type mydict.dic , then click OK .

Task	Comments
3. Edit an existing custom dictionary.	Highlight custom.dic in the Custom Dictionaries list. Click on Edit . Click on Yes to continue. Click OK to close the options box. Go to a blank line and add your name. On another line type UHD .
4. Save the file as a text only document.	Select the File menu. Choose Save As . In the Save File as Type box, select Text Only . Click OK .
5. Close the Custom dictionary.	Select the File menu. Choose Close . Click the Yes button. Click Text only.
6. Close the document.	Select the File menu. Choose Close .

All new custom dictionaries are empty at first. Words are added to selected custom dictionaries each time a term is flagged by the spell checker and the **Add** button in the **Spelling** dialog box is clicked.

The **Custom Dictionaries** section can also be used to add a list of specialized terms to a custom dictionary all at once, rather than adding them individually as the spell checker flags them.

1. Open the file SUPPL14.DOT.	Select the File menu. Choose Save As . Click on the down arrow in the box next to Save Files as Type . Select Text Only . Type Mydict2.dic . Click OK .
2. Change the format to text only.	
3. Give your file a new dictionary name.	Select the Tools menu. Choose Options . Click the Spelling tab. Click Add in the Custom Dictionary section. Select mydicts.dic . Click OK , then OK again.
4. Add the file to the custom dictionary list.	

Using the Grammar Checker

Overview

When the Grammar command is executed, Microsoft Word checks both the grammar and writing style of the current document. When the grammar check is completed, a report is generated listing statistics and measures of the readability for the document.



Sentence:	Displays the flagged sentence with questionable word or phrase highlighted.
Suggestions:	Microsoft Word suggests corrections or will give a description of the problem.
Ignore:	Leaves the present error unchanged but flags any other errors in the same sentence.
Next Sentence:	Leaves the present error unchanged and skips any other errors in the same sentence.
Change:	Document is modified with the correction.
Ignore Rule:	Leaves the present error unchanged and skips any further violations of the same rule.
Explain:	Microsoft Word specifies the rule of grammar or style that was violated.
Undo Last:	Puts the last correction back to its original format.

Lesson Concepts:

1. Position the cursor where you want the Grammar checker to begin, or select a block of text.
2. Select the **Tools** menu.
3. Choose **Grammar**.
4. Make corrections as needed.

Exercise

Task	Comments
<ol style="list-style-type: none"> 1. Open the file CRED05.DOT. 2. Open the Grammar checker. 	Select the Tools menu. Choose Grammar . Make corrections.
<ol style="list-style-type: none"> 3. When Grammar check is complete, statistics appear. 4. Close this box. 	Click OK .

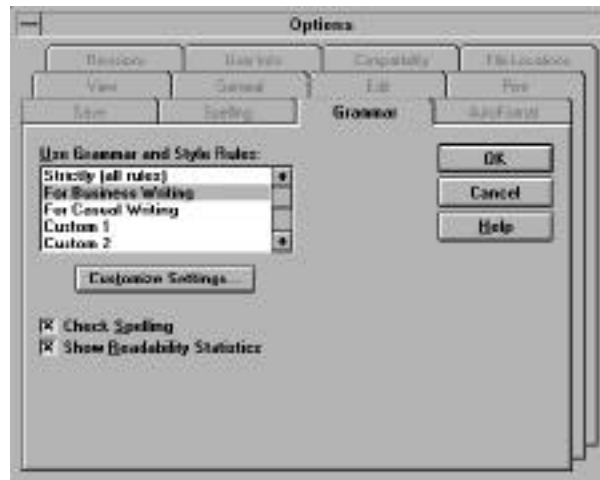
Customizing the Grammar Checker

You can set several options that determine how the Grammar command checks your document. You can select these options by clicking on the **Options** button in the Grammar dialog box. Another way to set these options is by clicking on the **Tools** menu, choosing **Options** and then selecting the **Grammar** folder tab.

If you remove the check from the **Show Readability Statistics** box, the grammar checker will not display the statistics described in the previous section. If the check mark is removed from the **Check Spelling** option, word will not check for spelling errors as it checks for grammatical correctness.

You can establish the overall strictness of the grammar check by selecting one of the options described below.

- **Strictly (all rules)** - Microsoft Word will enforce all grammar and style rules.
- **For Business Writing** - Microsoft Word will apply a set of rules appropriate for business writing. This is the default option. This option is somewhat less stringent than the **Strictly** option.
- **For Casual Writing** - Microsoft Word will enforce rules that are appropriate to informal writing.
- **Custom 1, Custom 2, Custom 3** - User configurable options that by default have all rules selected.



You can further fine tune the grammar checker by selecting the exact set of rules that you wish to use. To do this you first must select an option in the **Use Grammar and Style Rules:** list box, and then click on the **Customize Settings** button. The list of grammar and style rules for the selected level can then be changed. Active rules have an "X" in the adjacent check box, but you can add or remove the check marks by clicking on the rules. Clicking the **Explain** button provides a brief description of the rule that was most recently selected. **Catch** options can be set using the pull-down list boxes at the bottom of the **Customize Grammar Settings** dialog box.

Readability Indicators

INDICATOR	MEANING
Passive Sentences	Percentage of sentences containing verbs in the passive voice.
Flesch Reading Ease	An index ranging from 0 to 100, based upon the average number of words per sentence and of syllables per word. The higher the number the easier the document is to read.
Flesch-Kincaid Grade Level	An index based upon the same criteria as the <i>Flesch Reading Ease</i> , but expressed as a school grade level. Standard writing has a grade level of 7-8.
Coleman-Liau Grade Level	Another indicator that expresses readability in terms of a school grade level. This index uses the number of characters per word and number of words per sentence to determine the score.
Bormuth Grade Level	This index also determines the appropriate audience grade level based upon word and sentence length.

Using the Thesaurus

Overview

The Thesaurus is similar to the Speller except that the Thesaurus lists alternate word choices instead of alternate spellings. The Thesaurus displays synonyms (words with the same or nearly the same meanings) and antonyms (words with the opposite or nearly opposite meanings) for the selected word.



Looked Up:	The selected word appears here.
Meanings:	Displays forms of the selected word that most closely resembles the meaning you wish to use.
Replace with Synonym:	Displays a possible replacement.
Replace:	Substitutes the selected synonym for the original word and closes the Thesaurus dialog box.
Look Up:	Displays a list of synonyms for the looked up word.

Lesson Concepts:

1. Place the cursor within or immediately after the word you wish to replace.
2. Select the **Tools** menu.
3. Choose **Thesaurus**.

Finding Antonyms and Related Words

When looking up a word in the thesaurus, in addition to synonyms, you might also see the terms **Antonyms** and **Related Words** in the **Meanings:** list. If you select **Antonyms**, a list of antonyms will be displayed. If you select **Related Words**, a list of words will appear that have meanings that are related to the word in your document (e.g. the noun form of an adjective that was originally selected). You can replace the selected word in your document with an antonym or related word by highlighting the desired word from the list and clicking **Replace**.

Exercise

Task	Comments
1. Check synonyms for the word insufficient.	Highlight the word insufficient . Select the Tools menu. Choose Thesaurus .
2. Select the correct meaning of the word constitution.	Click on inadequate (adj) in the meanings section.
3. Select a new replacement.	Click on lacking . Click Replace .
4. Close the file. Do not save.	

Changing Languages

Overview

The Language feature in Microsoft Word lets you assign a language property to selected text. This language property is used to determine which language version of the proofing tools are used to check your document.

Lesson Concepts:

1. Select the **Tools** menu.
2. Choose **Languages**.
3. Choose the new language property for the selected text.

Counting Words

Overview

The count feature in Microsoft Word will automatically count the total number of words in any given document or portion of a document.

Lesson Concepts:

1. Select the **Tools** menu.
2. Choose **Word Count**.

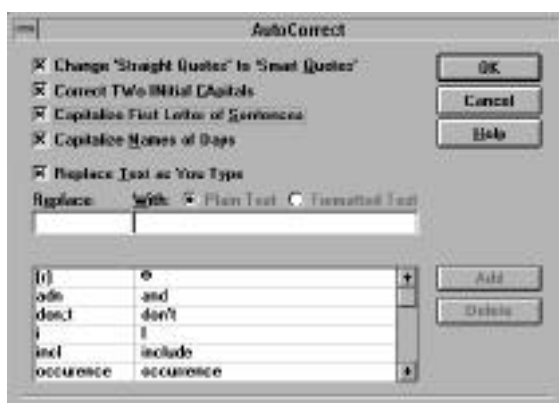
Using the AutoCorrect Feature

Overview

Microsoft Word also has an optional built-in spell checking feature that can run in the background and check text as it is typed into a document. AutoCorrect contains a default list of commonly misspelled words and the corresponding correct spelling. When one of the misspellings that appears on the list is typed, the AutoCorrect feature automatically substitutes the correct spelling of the word. For example, if AutoCorrect is enabled and you type “teh,” it will be automatically changed to “the.”

The list of misspelled words is user customizable. You are free to add or remove word pairs from the AutoCorrect list. The AutoCorrect word list and option settings are accessed by opening the **Tools** menu and selecting the **AutoCorrect** command. To add a word pair to the list, click in the **Replace:** text field and enter the misspelled version of the word. Then click in the **With:** text field, enter the correct spelling of the word typed in the **Replace:** field, and click on the **Add** button. The word pair will be added to list at the bottom of the **AutoCorrect** dialog box. When you have finished making changes the AutoCorrect dialog box, click **OK** to save the changes or **Cancel** to void them.

AutoCorrect can also be set to automatically **Correct TWo INitial Capitals**, **Change 'Straight Quotes' to 'Smart Quotes'**, **Capitalize First Letter of Sentences**, and **Capitalize Names of Days**.



Lesson Concepts:

1. Select the **Tools** menu.
2. Choose **AutoCorrect**.

Exercise

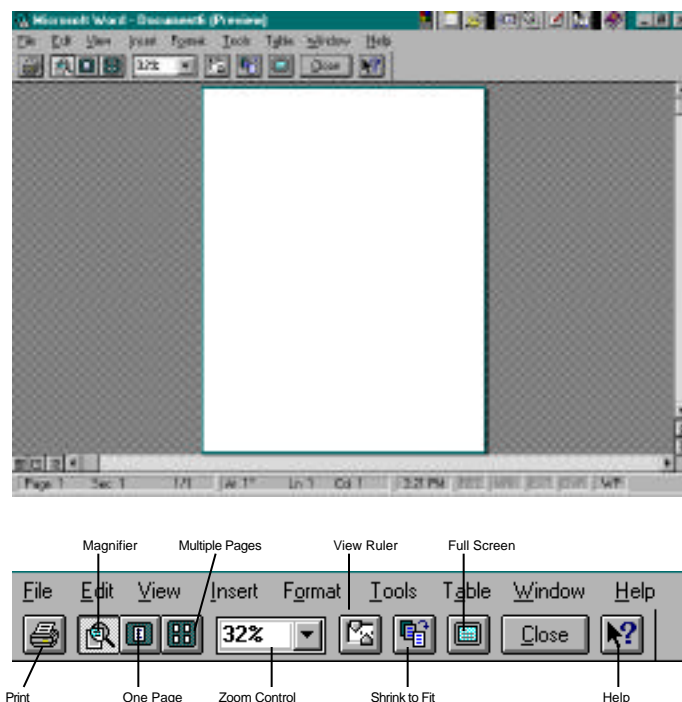
Task	Comments
1. Open a blank document.	
2. Misspell the word the.	Type teh . Press the spacebar once. (Notice it changed to 'the'.)
3. Misspell the word receive.	Type recieve . Press the spacebar once. (Notice it automatically corrected it.)
4. Open the AutoCorrect dialog box.	Select the Tools menu. Choose AutoCorrect .
5. Replace a word with another one.	In the Replace box, type theatre . In the With box, type theater . Click the Add button. Click OK .
6. Type the word theatre.	Type theatre . Press the spacebar. (Notice it changed to theater.)
7. Close this document. Do not save.	

Previewing a Document

Overview

The Microsoft Word Print Preview feature can be used to:

- Check the appearance of a document as it will be printed
- View one or more pages at a time.
- Display a page in Full Screen mode with only the document fills the screen (no title bar, menu bar, status bar, or toolbars are displayed)
- Click on a document to Zoom In or Zoom Out using the Magnifier
- Edit a document without leaving the Print Preview screen
- Print a document using the Print command default settings



Lesson Concepts:

1. Select the **File** menu.
2. Choose **Print Preview**.

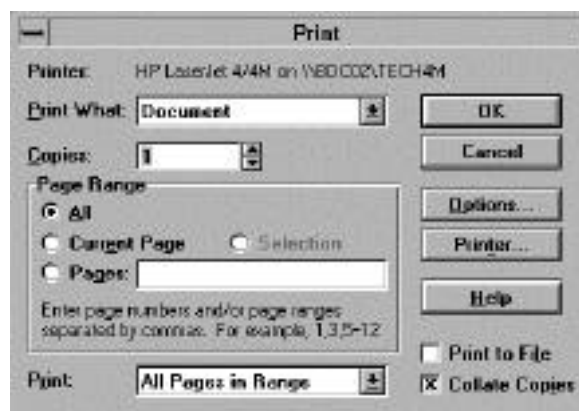
Printing a Document

Overview

In Microsoft Word 6.0, a single document can be printed using one of four methods: by selecting the **File...Print** command, clicking on the **Print** button in the Standard Toolbar, clicking the **Print** button on the Print Preview toolbar, or by pressing the **CTRL+P** hotkey combination. To print several documents at the same time use the **Find File** feature's **Print** command.

If a document is printed by clicking on one of the **Print** buttons, Microsoft Word will use the default print settings. That is, one copy of the entire document will be sent to the default printer using the standard Print option settings. If a printer other than the default is to be used, or only some of the pages are to be printed, then the **File-Print** command or **CTRL+P** hotkey combination must be used.

When the **Print** command is chosen from the **File** menu or the **CTRL+P** hotkey combination is pressed, the following dialog box appears:



The **Print** dialog box controls the way in which a document is printed. Make the appropriate selections in the fields described below, then press **OK** to print, or click **Cancel** to quit without printing.

Printer: This heading displays the name of the active printer and the printer connection.

Print What: This pull-down list lets you select the type of information to be printed. The default setting is **Document**.

Document - Prints the entire document.

Summary Info - Prints only the summary information for the document.

Annotations - Prints only the annotations in the document.

Styles - Prints only the descriptions for any styles in the document.

AutoText Entries - Prints AutoText entries for the current template and any AutoText entries that are assigned to all templates.

Key Assignments - Prints the names of macros, the keys to which they are assigned, and their descriptions for the current template. Prints shortcut keys created for the current template by using the Customize command on the Tools menu.

Copies: Type or select the number of copies to be printed in this field.

Page Range: This section allows you to specify which pages will be printed. The default setting is **All**.

All - Causes the entire document to be printed.

Current Page - Prints the page on which the insertion point appears when the **Print** command is selected.

Selection - Prints only the text in the document that is highlighted when the **Print** dialog box is opened.

Pages: - Allows you to designate specific pages to be printed. To use the **Pages:** option, click in the **Pages:** text field, and type page numbers separated by commas, or a range of pages with a hyphen between the page numbers. For example, to print pages 2, 4, 5, 6, and 8, type **2,4-6,8**. To print an envelope that is attached to the beginning of a document, type **0** (zero).

Print: Lets you choose whether all the pages specified in the **Page Range** area, or only the **Odd** or **Even** pages specified there, will be printed. The default setting is **All Pages in Range**.

Print To File: Prints a document to a new file on the drive specified, instead of routing it directly to a printer. A document should be printed to a file when it needs to be printed from a computer that does not have Microsoft Word installed, or so that it can be printed to a printer other than the one being used when the document was originally created. When the **OK** button is chosen, Microsoft Word displays a dialog box so that you can type a new filename.

Collate Copies: Organizes pages when you print multiple copies. Microsoft Word prints the entire document before it begins to print the first page of the second copy of the document.

Print Options

Clicking on the **Options** button in the Print dialog box, causes the following **Options** dialog box to be displayed. Make the appropriate selections in the fields described below, then press **OK** to save the selections, or click **Cancel** to close the dialog box without saving. For more information about the **Options** dialog box, click on the **Help** button.



Printing Options

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| Draft Output: | Prints a document with minimal amount of formatting. The amount of formatting depends on the type of printer selected under the Printer dialog box. |
| Reverse Print Order: | Prints the pages specified in the Print dialog box, beginning with the last page. Do not select this option when printing an envelope. |
| Update Fields: | Updates any fields in the document before printing. |
| Update Links: | Updates any linked information in the document before printing. |
| Background Printing: | Allows you to continue working in Microsoft Word while printing a document. Background printing uses memory. To speed up printing, clear the Background Printing check box. |

Include with Document

Summary Info:	Prints summary information on a separate page after printing the document.
Field Codes:	Prints field codes instead of field results in the document.
Annotations:	Prints annotations on separate pages at the end of the document.
Hidden Text:	Prints any hidden text in the document. Microsoft Word does not print the dotted underline that appears on the screen under hidden text.
Drawing Objects:	Prints drawing objects created in Microsoft Word with the document.

Options For Current Document Only

This area allows you to set printing options that only apply to the active document. The only option included in this area is:

Print Data Only For Forms - Prints only the input in a form field in an on-line or preprinted form.

Default Tray

Identifies the paper tray your printer will use to print the document. To set different paper sources for individual sections of the document, use the **Page Setup** command on the **File** menu.

Printer Selection

Clicking on the **Printers** button in the **Print** dialog box will cause Microsoft Word to display the **Print Setup** dialog box. This box is used to select the printer to which the document will be printed. It can also be used to establish new printer connections or change existing ones, as well as, select which printer will be chosen as the default.



Default Printer:

Displays the name of the default printer and shows the printer connection.

Printers:

Lists only printers installed by using either Windows Setup or the Windows Control Panel. To select a printer, double-click on the line that describes the printer and print connection to be used in printing the document. When you do the **Cancel** button will change to a **Close** button. Click on the **Close** button to save the change.

Set As Default Printer:

Changes the default printer that Microsoft Word uses to print documents. Select the printer you want to use in the **Printers** list, and then click on this button.

The **Options** button controls printer settings for the printer you select in the Printers list. The available options vary depending on the printer driver. To get Help for the selected printer, choose the Options button, and then choose the Help button.

Network connects your computer to a network printer. The Network button is available only if your computer is connected to a network. To get Help on network printers, choose the Network button, and then choose the Help button.

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